

Job Opportunity Bulletin

Post Date: November 21, 2017

Associate Governmental Program Analyst

Salary: \$4,784 - \$5,988
Permanent, Full-Time
FINAL FILE DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **472-027-5393-700**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Cari Paganini

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Cari Paganini
Number: (916) 322-9094
Email:
Cari.Paganini@dds.ca.gov

Would you like to work in a fast-paced environment that provides excellent customer service, knowledge & expertise in the accounting field? The Department of Developmental Services (DDS) is committed to providing leadership, building partnerships and supporting choices.

Under the direction of the Staff Services Manager for the Medi-Cal and Developmental Center Trust Operations Unit, this analyst acts as a liaison to the Trust Offices at the Developmental Centers and State Facility (SF) to provide program guidance, training and technical assistance for the billing and collection for cost of care provided to consumers and patients at specifically assigned facilities under the authority of Welfare and Institutions Code (WIC) Sections 7279 and 7282.

This analyst will also provide program support to the Medi-Cal Unit, assisting with program billings, reviewing audits as requested by program manager. Interact with the Information Technology (IT) staff as required to direct changes or updates in the billing system required by ongoing changes in program requirements.

For complete duties, please see duty statement on following pages.

Desirable Qualifications, Knowledge, Skills and Abilities:

- ❖ Establish and maintain positive and productive working relationships with management, Developmental Center personnel and the public
- ❖ Communicate effectively orally and in writing
- ❖ Work within compliance of HIPAA regulations

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed **State application (STD.678)**, and a **Statement of Qualifications** by the final file date. All applicants will be considered; however, Re-employment/SROA/Surplus candidates will be given priority. Please include the basis of your eligibility (list eligibility or transfer) Candidates must meet the minimum qualifications (MQs) of this classification. Please reference position #472-022-5393-700 on your application. If you are using list eligibility from an on-line exam to qualify for this position, you must include with your application documentation (i.e. copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (07/2017)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
FINANCIAL SERVICES BRANCH
CLIENT FINANCIAL SERVICES SECTION
Medi-Cal/Trust Programs**

JOB TITLE: Associate Governmental Program Analyst **POSITION NO. 472-027-5393-700**

POSITION DESCRIPTION: This analyst acts as a liaison to the Trust Offices at the Developmental Centers and State Facility (SF) to provide program guidance, training and technical assistance for the billing and collection for cost of care provided to consumers and patients at specifically assigned facilities under the authority of Welfare and Institutions Code (WIC) Sections 7279 and 7282.

This analyst will also provide program support to the Medi-cal Unit, assisting with program billings, reviewing audits as requested by program manager. Interact with the Information Technology (IT) staff as required to direct changes or updates in the billing system required by ongoing changes in program requirements

SUPERVISION RECEIVED: Reports to the Staff Services Manager for Medi-Cal and Developmental Center Trust Operations Unit.

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES:

Essential Job Functions

45% Determines the ability of the consumer to pay for care and treatment by identifying assets, the assets of responsible relatives, and government benefits available to the consumer. The analyst will also determine the need for the preservation and protection of clients' assets and ensure funds are available for the individual's personal needs; set up new payers and monitor report caseload to increase; and reduce and/or defer charges in accordance with the client's financial ability. Audit accounts to determine payment history and/or reasons for delinquency; analyze legal documents to preserve client and department interests; prepare and file with the courts necessary legal documents such as Notice of Liens, Creditor Claims and Request for Special Notice in cases involving reimbursement from the client's estate. File and monitor bankruptcy proof of claims protecting department's interest in cases in which assets are being disbursed to creditors.

30% Provide program support to the Medi-cal Unit, assisting with program billings,

reviews audits as requested by program manager. Interact with the Information Technology (IT) staff as required to direct changes or updates in the billing system required by ongoing changes program requirements. Collaborate statewide direction, training, and support functions for the activities of the trust offices at the facilities via phone, email, and in person; determining criteria for compliance reviews of trust office functions.

- 15% Develop policies and procedures to maintain the integrity of consumer and patient data that is posted to the computer systems utilized for the billing of consumers' services to the appropriate health benefit plans, insurance plans, and other responsible parties. Assist in representing Client Financial Services with federal, state, and local auditors related to findings dealing with statewide trust office functions.

Marginal Job Functions

- 10% Conduct on-site trust office compliance reviews; ensure that consumer benefits are applied for and required consumer data is correctly input by the facility trust offices into the applicable systems of record utilized for the monitoring and marshaling of consumer assets and the billing of consumer services to the appropriate health benefit plans, insurance plans, and other responsible parties

WORKING CONDITIONS: Open-partitioned office with a smoke-free environment. Detailed use of printed reports and other materials. Creation and use of detailed documents and spreadsheets; multiple changing priorities.

DESIRABLE QUALIFICATIONS:

- DDS Programs and Developmental Center Programs
- Basic accounting and auditing principals and procedures
- Basic collection practices

ABILITY TO

- Establish and maintain positive and productive working relationships with management, developmental center personnel and the public
- Communicate effectively orally and in writing
- Good attendance is essential to the success of this position
- Work within compliance of HIPAA regulations